

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**Executive Committee Meeting: Wednesday, April 14, 2004                      3:00 p.m.**

**Members:** Jacque Hukill, Chair; Charla DeWitt; Alex Ford; Diane Sharp; Vickie Shearer; Patty Williams

**Ex-officio Members:** Judy Mallory, DECS

**Others:** Roger Lacy and Renee Scott, DECS; Dot Stallard, Interpreter

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
Review Agenda	A proposed agenda was presented by the Chair to replace agenda in packet	<b>Diane Sharp made motion to present proposed agenda to full panel for approval. Alex Ford seconded. Motion approved.</b>
Review January 2004 minutes	Minutes reviewed and edited. Chair proposed new format for minutes with motions in bold and follow-up items shaded.	<b>Diane Sharp made motion to submit edited minutes for approval by full panel. Patty Williams seconded. Motion approved.</b>
Discussion of Panel priorities	Panel should hear same information. Therefore this item postponed until General Session	
Other items	<ul style="list-style-type: none"><li>▪ SAPEC will have web page</li><li>▪ Minutes of public hearing at Parent Professional Conference will be distributed.</li><li>▪ Chair will inform panel of receiving e-mail minutes prior to meeting for review and edits prior to next meeting</li></ul>	Send April minutes to Panel members prior to June meeting for review and edits.
Adjourn		Adjourned at 4:20 p.m.

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session I: Wednesday, April 14, 2004      6:15 p.m.**

**Members:** Jacque Hukill, Chair; Roberta Alston; Berta Calvert; Charla DeWitt; Alex Ford; Eric Friedlander; BeLinda Henson; Norb Ryan; Diane Sharp; Vickie Shearer; Scott Teague; Sharon Tomlin; Patty Williams; Anna Winchell

**Ex-officio members:** Judy Mallory, DECS

**Others:** Roger Lacy, Sammie Lambert and Renee Scott, DECS; Ginger Brashear, Director of Upper Cumberland Special Education Cooperative; Norma Wheat, Russell County Director of Special Education; Alice Bryant, Williamsburg Independent Director of Special Education; Mary Fehrenback and Dot Stallard, interpreters; Dr. Harold Kleinert, Interdisciplinary Human Development Institute Executive Director

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
Welcome and Introductions	Welcome by Chair, Jacque Hukill Introduction of panel members, DECS staff and guests	
Accept Agenda	Executive Committee approved agenda presented	Agenda accepted
Approve January 2004 Minutes	Minutes edited and approved by Executive Committee reviewed	<b>Motion: Patty Williams made motion to approve minutes as edited. Charla DeWitt seconded. Motion Approved.</b>
Follow-up on Action Items from January 2004 meeting	<ul style="list-style-type: none"> <li>▪ Web page for panel</li> <li>▪ Dr. Jim Simpson will be at the June meeting</li> <li>▪ Dr. Knoll will draft letter for panel to approve and chair to sign</li> <li>▪ Career Prep committee is looking at alternate routes to diploma. Has met; looking at 4 year plan for students with MMD; will meet again in late May. Will add a counselor and math teacher to group; commissioner Wilhoit has two non-negotiable issues – regular diploma and take CATS; functional courses are not allowed – legislated; courses must be open to all students not just students with disabilities</li> <li>▪ There is not regulation to limit the number of students with disabilities in a collaborative classroom</li> <li>▪ Draft a letter of appreciation to Commissioner for addressing concerns</li> <li>▪ By-laws committee will meet at some time during the next few days</li> </ul>	<ul style="list-style-type: none"> <li>▪ Referred to Rules and Regulations committee for recommendations</li> <li>▪ CSPD committee will draft letter for panel approval on Friday</li> <li>▪ Invite Career Prep committee to June meeting – Judy can give update rather than have committee members attend June meeting</li> <li>▪ Request a list of Career Prep Committee representatives</li> <li>▪ DECS will request a list of scores in reading and math for students with disabilities</li> <li>▪ CSPD committee will draft letter to Commissioner for panel approval on Friday.</li> </ul>

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session I (Continued)**

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
Chairperson's Report	<ul style="list-style-type: none"> <li>▪ Items from previous meetings that need to be addressed: <ul style="list-style-type: none"> <li>- Binders and tabs are available for Panel member packets</li> <li>- Beth Harrison to provide video for Panel members</li> </ul> </li> <li>- Letter to Transition Council to establish rapport</li> <li>- Letter to Commissioner Wilhoit regarding dropout rates – Judy Mallory reports that DECS can request assessment results but data is limited and you can't know who actually graduated; data may be available in future</li> <li>- Expense vouchers have new travel regulations/guidelines – discussion on new travel regulations and child care costs</li> </ul>	<ul style="list-style-type: none"> <li>- Check with Beth Harrison on Thursday about videos</li> <li>- Unmet Needs Committee will draft letter to Transition Council for panel approval on Friday.</li> <li>- Rules and Regulations Committee will review and make recommendation</li> </ul>
Review Information in Packet	<ul style="list-style-type: none"> <li>▪ Items in Packet reviewed <ul style="list-style-type: none"> <li>- Note June meeting date is fourth week in June</li> <li>- Each committee will have disc for report rather than hard copies</li> </ul> </li> </ul>	
KDE Update		Postponed until Thursday General Session
Overview of Interdisciplinary Human Development Institute-KDE Partnership Projects	<p>Dr. Harold Kleinert, IHDI Executive Director</p> <ul style="list-style-type: none"> <li>▪ Presentation on the role of the Institute and a description of projects funded by KDE and related projects not funded by KDE</li> <li>▪ PowerPoint presentation handout</li> </ul>	
Adjourn		Adjourned at 8:30 p.m.

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session II: Thursday, April 15, 2004      8:30 a.m.**

**Members:** Jacque Hukill, Chair; Roberta Alston; Berta Calvert; Charla DeWitt; Alex Ford; Eric Friedlander; BeLinda Henson; Norb Ryan; Diane Sharp; Vickie Shearer; Scott Teague; Sharon Tomlin; James Knoll; Patty Williams; Anna Winchell

**Ex-officio members:** Judy Mallory, DECS; Karen Lawrence

**Others:** Roger Lacy, Sammie Lambert and Renee Scott, DECS; Ginger Brashear, Director of Upper Cumberland Special Education Cooperative (a.m. only); Norma Wheat, Russell County Director of Special Education; Alice Bryant, Williamsburg Independent Director of Special Education (a.m. only); Mary Fehrenback and Dot Stallard, interpreters; Alfreida Daulton, Pulaski County DOSE (a.m. only); Dr. Jacqui Kearns, IHDI (p.m. only); Carol Sturgill, (p.m. only)

Agenda Item	Key Points	Action/Follow-up
Welcome and Introductions	Welcome by Chair, Jacque Hukill Introduction of panel members, DECS staff and guests	
Reports/Updates A. IDEA Part B Annual Performance Report (APR) Overview B. Highly Qualified Teachers in Special Education C. Special Education Cooperative Network Update	Sammie Lambert, DECS Attorney – PowerPoint presentation handout  Scott Teague, Panel member and Whitley County Director of Special Education, explained process for determining if new and not new teachers are highly qualified. Handouts explaining the process. Ginger Brashear, Director of Upper Cumberland Special Education Coop <ul style="list-style-type: none"> <li>▪ Annual retreat</li> <li>▪ Monthly meeting with team and district representatives</li> <li>▪ Handouts – Staff of Sp. Ed. Coops; Parent Resource Centers</li> </ul>	Each committee should review APR included in packet and offer comments
Update from KDE	Judy Mallory, Director Division of Exceptional Children Services (DECS) <ul style="list-style-type: none"> <li>▪ DECS organizational structure – handout</li> <li>▪ Moving forward with Universal Design for Learning (UDL) activity at University of Louisville</li> <li>▪ Lack of state budget – federal funds are available</li> <li>▪ Annual Performance Report</li> <li>▪ New monitoring document-draft now going through KDE process; plan to distribute May 2004</li> <li>▪ Two Special Education Mentors named – LaVerne Watson and David Woods. Each will serve 6 districts. Have a one-year contract with option for up to 3 years.</li> <li>▪ Conferences – Exceptional Children, Behavioral Institute, Parent/Professional,</li> </ul>	

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**

**April 14-16, 2004**

**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session II (Continued)**

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
	<ul style="list-style-type: none"> <li>Stakeholder groups – now have summary of recommendations (over 800); timeline 8-2004</li> <li>Alternate pathways project – discussed earlier</li> <li>Traineeship program – up to 14 colleges/universities will do tuition reimbursement</li> <li>Northern KY University has added Early Childhood Training Program and will do Interdisciplinary Early Childhood Education (IECE) certification</li> </ul>	
Recess for lunch		
Overview of <u>Inclusion of Students with Disabilities – A Guide for School-Based Decision Making Councils</u>	<p>Dr. Jacqui Kearns, Interdisciplinary Human Development Institute</p> <ul style="list-style-type: none"> <li>Review paper – request suggestions from Panel for update of paper</li> <li>Will bring draft of paper to SAPEC prior to publication (probably October Panel meeting)</li> </ul>	Panel should receive a draft of the paper prior to the October meeting for review and edits. Members should then bring suggestions to October meeting.
Report/Update from Council of Administrators of Special Education (CASE)	<p>Carol Sturgill, CASE Government Relations Chairman</p> <ul style="list-style-type: none"> <li>113 members with 22 on Governing Board</li> <li>Goal of attendance at SAPEC meeting – to become more involved with SAPEC</li> <li>Activities                             <ul style="list-style-type: none"> <li>Reauthorization issues – members went to Washington, DC, met with legislators; asking for full funding and mandates for other agencies; support No Child Left Behind (NCLB)</li> <li>Support Career Pathways to Diploma</li> <li>Support Senate Bill 115 – due process limitations</li> <li>Directors need to be instructional leaders – had Differentiated Learning/Literacy Strategies professional development</li> <li>CASE Summer Conference, July 19-20, Embassy Suites Lexington – Accessing General Curriculum</li> </ul> </li> </ul>	
Public Hearing Training	<p>Judy Mallory, Director DECS</p> <ul style="list-style-type: none"> <li>Overview of role of panel</li> <li>Role of panel during public hearing – listen and advise department not the person speaking to the Panel</li> <li>Develop an opening statement to be provided at beginning of hearing - discuss how concerns are compiled and used – committee work, cluster work</li> <li>KDE current database – may adopt/adapt as needed</li> <li>Include a statement about written comments prior to public hearing</li> </ul>	<b>Motion made by Alex Ford to have a statement developed to be provided at the beginning of all public hearings and be more explicit in outlining intent and purpose of hearing. BeLinda Henson seconded. Motion approved.</b>

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session II (Continued)**

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
Committee Assignments	<ul style="list-style-type: none"> <li>▪ Rules, Regulations and Federal Reports committee were given samples of other state's SAPEC web home page</li> <li>▪ Annual Performance Report review</li> <li>▪ Review by-laws for necessary changes</li> <li>▪ Committees must write letters to be sent on behalf of the Panel and present draft of letter on Friday during committee reports for Panel approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rules and Regs committee will make web page recommendations</li> <li>▪ All committees will review and make comments</li> </ul>
Committee Work		Committees began work at 1:30 p.m.
Adjourned	Panel members need to be in this room by 6:15 for the Public Hearing at 6:30 p.m.	Adjourned at 5:00 p.m.

**General Business Session III: Friday, April 16, 2004**

**Members:** Jacque Hukill, Chair; Roberta Alston; Charla DeWitt; Alex Ford; Eric Friedlander; BeLinda Henson; Norb Ryan; Diane Sharp; Vickie Shearer; Scott Teague; Sharon Tomlin; James Knoll; Patty Williams; Anna Winchell

**Ex-officio members:** Judy Mallory, DECS

**Others:** Roger Lacy and Renee Scott, DECS; Mary Fehrenback, interpreter; Carol Sturgill, Johnson County Director of Special Education

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
Committee Reports	<p><u>Comprehensive System of Professional Development – Jim Knoll, Chair</u></p> <ul style="list-style-type: none"> <li>▪ Full report is on disc and a hard copy will be included with minutes</li> <li>▪ Letter to Dr. Susan Leib read to panel members</li> <li>▪ Letter to Commissioner Wilhoit read to panel members</li> </ul>	<p><b>Eric Friedlander made motion to accept the committee's letter to Dr. Susan Leib, Educational Professional Standards Board (EPSB), with copy to Judy Mallory and direct chair to send letter from Panel. Patty Williams seconded. Motion approved</b></p> <p><b>Patty Williams made motion to accept the committee's letter to Commissioner Wilhoit with copy to Judy Mallory and direct chair to send letter from Panel. Eric Friedlander seconded. Motion approved.</b></p>

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session III (Continued)**

Agenda Item	Key Points	Action/Follow-up
	<p><u>Procedural Safeguards – Scott Teague, Chair</u></p> <ul style="list-style-type: none"> <li>▪ Full report is on disc and a hard copy will be included with minutes</li> <li>▪ Discussed some possible revisions to by-laws</li> </ul> <p><u>Unmet Needs – Norb Ryan</u></p> <ul style="list-style-type: none"> <li>▪ Full report is on disc and a hard copy will be included with minutes</li> <li>▪ May want a presentation of Transition Manual. Sheila Holloway is the contact.</li> <li>▪ Letter to Preston Lewis, Chair of the Interagency Transition Council for Persons with Disabilities, read to panel members</li> </ul> <p><u>Rules, Regulations and Federal Reports – Diane Sharp, Chair</u></p> <ul style="list-style-type: none"> <li>▪ Showed members a suggested home page for the panel</li> <li>▪ DECS contact for web page development is Carol Tudor</li> <li>▪ Committee members will be available for consultation on web page</li> <li>▪ Use by-laws for information to use on web page</li> </ul>	<p>A draft of proposed revisions to by-laws and procedures will be sent to all panel members at least 30 days prior to the June meeting. Members should review and bring document to the meeting.</p> <p><b>Jim Knoll made motion to accept the committee's letter to Preston Lewis regarding Transition with copy to Judy Mallory and direct chair to send letter from Panel. Charla DeWitt seconded. Motion approved.</b></p> <p><b>Diane Sharp made motion to direct DECS to proceed with the development of the SAPEC web page using recommendations from committee. Alex Ford seconded. Motion approved.</b></p>
Discussion of Agenda for June 2004 Panel Meeting	<ul style="list-style-type: none"> <li>▪ How to follow-up to Public Hearing participants</li> <li>▪ Possibly revamp committees to align with APR clusters</li> <li>▪ Minutes of Parent/Professional Conference Public Hearing were distributed</li> <li>▪ CASE conference – Judy Mallory agreed for DECS to reimburse Panel member expenses to attend. There is no Public Hearing during this conference as most participants are Directors of Special Education.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair will send letter to Public Hearing participants</li> <li>▪ Chair will revamp committees to align with Annual Performance Report clusters – reducing committees from 4 to 3. Committees will be assigned at June meeting</li> <li>▪ November, January and April Public Hearing comments will be included in Panel members' packet in June.</li> <li>▪ Renee will see that CASE conference registration information is mailed to members prior to the June meeting.</li> </ul>

**STATE ADVISORY PANEL FOR EXCEPTIONAL CHILDREN**  
**April 14-16, 2004**  
**Cumberland Falls State Resort Park, Corbin, Kentucky**

**General Business Session III (Continued)**

<b>Agenda Item</b>	<b>Key Points</b>	<b>Action/Follow-up</b>
	<ul style="list-style-type: none"><li>▪ Discussion of start time for June meeting due to Central Standard Time.</li><li>▪ Discussion of Public Hearing on Wednesday evening so committees can consider comments during committee time</li><li>▪ Discussion of dinner at Patti's Restaurant on Thursday evening</li><li>▪ Patty Williams, Past Chair of the Panel, stated the 2003 Annual Report will be ready for presentation during the June meeting</li></ul>	<ul style="list-style-type: none"><li>▪ Executive Committee will meet at noon CST on June 23<sup>rd</sup> and General Session will begin at 1:00 p.m. CST.</li><li>▪ Panel agreed to Public Hearing on Wednesday evening</li><li>▪ Roger Lacy will check on reservations for Patti's</li><li>▪ 2003 Annual Report on the June Agenda</li></ul>
Adjourn		Meeting adjourned at 11:30 a.m.